

VOLUNTEERING AT U3A MANNINGHAM

U3A practice worldwide is based on a system of shared teaching and learning. No-one is paid for teaching, no one pays for tuition. All management and administrative tasks are also carried out by volunteers in most U3As. This practice has obvious advantages in keeping the annual membership subscription to a minimum and of utilizing the rich variety of skills and resources of members. U3A Manningham shares tasks among as many members as possible to ensure that all tasks are manageable enough to attract ongoing volunteers.

Credit is given to volunteers in the form of preferential access to classes for the following year - the greater the task done, the earlier the member may apply for classes. Tasks are grouped according to the time taken to carry them out. Members indicate their choice of task when they enrol each year.

Volunteer Categories 2018

CATEGORY	TASKS	DETAILS of TASKS
A Management	1 Committee of Management 2 Deputies to COM 3 Subcommittee members	1 Four executive members, five other members responsible for Programs, Office, Communication, Enrolment and Equipment. 2 As above. 3 Responsible to COM members for planning, functions, volunteering.
B Programs	1 Tutor for class 2 IT tutor 3 Migrant English 4 Class reps	1 Class tutor; assistant for computer or dancing; associate for Strength Training; replacement tutor. 2 Tutor for computer classes; ipad use; mobile phone use. 3 Tutors trained to teach Migrant English to one student. 4 Class representatives & deputies; maintain attendance sheets; take messages to class; follows up absences.
C Office	1 Roster manager 2 Roster replacements 3 Reception desk duty	1 Manages roster of reception desk staff each term. 2 Finds replacements for absentee staff for one term. 3 Regular office duty – 3 hours per session.
D Functions	1 Plan and organise 2 Supervise 3 Set up & put away 4 Provide food	1 Plans, sends invitations, organises food requirements; oversees all workers. 2 Supervises the receiving, sorting and serving of food; keeps account of all contributions. 3 Sets up tables, chairs and any other equipment required and returns them to order after event. 4 Provides two plates of food per year.
E Communication	1 Newsletters 2 Website 3 Screen display 4 Notices for events 5 Brochure distribution	1 Receives reports and items from co-ordinators and other members; assembles, edits; sends via email, and some hard copies to office. Tasks 1-4 suit those with skills/experience in photography, PowerPoint design, software, formatting. 5 Delivers brochures regularly to community providers.

F Enrolment	1 Manages online enrolment program MyU3A 2 Enters data 3 Accepts payment for membership fees	1 Communicates with programmer providing MyU3A and responds to requests from COM; produces class lists, waiting lists, membership lists, volunteer lists, other lists as required. 2 Enters data on a regular schedule for all enrolment and class application material. 3 Provides tax invoice together with information about status of application into class.
G Equipment	1 Maintains equipment 2 Trains those who use the equipment 3 Supervises the use of equipment 4 Provides roster of security officers	1 Checks electrical and other equipment regularly; responds to reports of equipment malfunction. 2 Holds periodic training sessions with tutors using equipment and with those supervising the use of equipment. 3 Supervises the use of all equipment for one half day per week for one or more terms. 4 Security officers responsible for opening building or closing building on a weekly basis.

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